

Here's a partial list of what is covered in this course:

- + The anatomy of the back.
- + Risk factors to your back.
- + Cumulative Trauma and daily living.
- + Ergonomic considerations.
- + Lifting techniques.
- + Exercises for your back.  
(Mary Kay Bennett)



**Mary Kay Bennett**  
*will show you how to protect yourself through exercises, stretching and wellness principles.*



**35%** of all Montana state employees workers' compensation claims involved office injuries.

**30%** of all OSHA reported claims involve cumulative trauma.

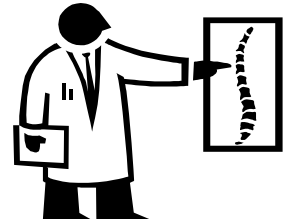
**\$35 Billion** nationally (estimated) is spent on carpal tunnel, cuts, slips, falls and other office injuries annually.



6154

Department of Administration  
**Risk Management & Tort Defense**  
[www.discoveringmontana.com/doa/rmtd/css/default.asp](http://www.discoveringmontana.com/doa/rmtd/css/default.asp)  
1625 11th Avenue  
P.O. Box 200124  
Helena, MT 59620-0124  
(406) 444-2421

EACH YEAR  
THOUSANDS OF  
STATE EMPLOYEES  
ARE NEEDLESSLY  
INJURED IN OFFICE  
ACCIDENTS



A  
FREE  
**Office Safety &  
Back Injury  
Prevention  
Course**  
Offered by the  
**Risk Management  
&  
Tort Defense Division**  
Department of Administration

One of the most unfortunate things is that most people don't think there is anything to *PREVENT* until after they notice a problem.

This course has valuable information you will want to use at work and at home.

## HOW?

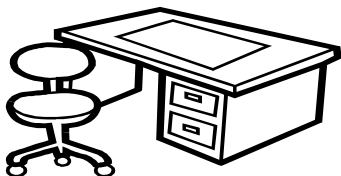
By focusing on four vital office risks:

 *Slips, Trips and Falls*

 *Sharps*

 *Collisions*

 *Ergonomics*



## You only have ONE back.

*When* are you going to start taking care of it?

The Objectives of this course are:

- ◆ **Injury Prevention**
- ◆ **Fitness**
- ◆ **To increase your comfort at work**
- ◆ **To reduce office injury risk factors and make you safer.**
- ◆ **To improve your productivity.**

PLEASE SHARE THIS  
FLIER WITH  
YOUR COWORKERS

## Dates & Locations

Times are 9:00am to Noon  
"SAVE YOUR BACK"  
and 1:00pm to 3:00pm  
"OFFICE ERGONOMICS"

### 1/28/04 Bozeman

Count/City Library  
220 E Lamme

### 2/4/04 Helena

Room 172  
Capital Building

### 2/11/04 Butte

Big Butte/Highlands Room, SUB  
MTech

### 2/18/04 Missoula

Room UC 330  
UM Campus

### 2/25/04 Great Falls

Classroom G45/46, MSU-GF COT  
2100 16th Avenue South

### 3/3/04 Kalispell

FWP Region 1 H.Q.  
490 N. Meridian Road

### 3/10/04 Billings

FWP Region 5 H.Q.  
2300 Lake Elmo Drive



## REGISTER ON LINE FOR THIS COURSE AT:



Pre-registration is required for this course. Select a time and place and pre-register using the Risk Management & Tort Defense Division website listed at the left.

THIS COURSE IS OPEN TO  
ALL STATE AND  
UNIVERSITY EMPLOYEES.

Risk Management & Tort Defense Division promotes making reasonable accommodations for persons who wish to participate in any of our sponsored activities. Please contact us if you request reasonable accommodations.

[www.discoveringmontana.com/doa/rmtd/css/06training/default.asp](http://www.discoveringmontana.com/doa/rmtd/css/06training/default.asp)